

## **Mason County Motor Pool User Agreement**

I hereby acknowledge that I have received and read the Mason County Motor Pool Use Procedures and Mason County Personnel Policy Chapter 13 Vehicle Use Policy and agree to the following: (please see before mentioned policies for complete list of permitted and prohibited uses of county vehicle)

1. I will comply with all the motor vehicles laws of the state of Washington or any other state in which the vehicle is operated, including seatbelt and cell phone laws.
2. I will keep the county vehicle locked when unattended with the engine turned off. Keys will not be left in the ignition. (Excludes Sheriff's Office)
3. I will immediately report all traffic accidents and/or damage to a county vehicle to my supervisor/department head or elected official.
4. I will remove and dispose of trash in an appropriate manner from the county vehicle after each use.
5. I will not use a county vehicle, or permit the use of a county vehicle, in the following prohibited manners:
  - a) When impaired by fatigue or any other known mental or physical condition that affects the safe operation of the vehicle.
  - b) When impaired because of prescribed appliances (e.g., cast, sling, brace), prescribed or over-the-counter medications that causes or results in adverse side effects (e.g., drowsiness or impaired reflexes or reaction time). As described in Personnel Policy 8.12- Substance Abuse, employees are responsible for informing their supervisor of the possible effects of the medication and expected duration of its use.
6. I will not use or consume alcohol, marijuana and/or illegal drugs while operating a county vehicle.
7. I will not use tobacco (smoking, vaping and non-smoking products and devices) in county vehicles.
8. I will not transport non-county employee passengers, including family members, unless authorized by the employee's department head or elected official.
9. I will not permit non-authorized individuals to drive a county vehicle unless it is for a bona fide emergency purpose.
10. I will not use a county vehicle for personal gain, such as delivering goods or services.
11. I will not modify the county vehicle including affixing signs, stickers, antennas, bike racks, ski racks, etc.
12. I will not transport animals in a county vehicle (excludes Animal Control activities and transportation and use of canines or other animals by the Sheriff's Office).
13. I will not haul loads that exceed the rated capacity of the vehicle or that could cause damage to the county vehicle (i.e., hauling firewood or gravel in a passenger vehicle).
14. I will not install or use any radar or speed detection devices in a county vehicle (excludes Sheriff's Office).
15. I will not transport hitchhikers in a county vehicle. (Excludes Sheriff's Office)
16. I will not make incidental stops at locations the public would generally perceive as inappropriate (i.e. tavern, liquor store etc.). (Excludes Sheriff's Office)
17. I will not use a county vehicle for vacations, side trips or any other use not expressly authorized by Mason County's Motor Pool Use Procedures or Vehicle Use Policy.

Drivers who have questions regarding the appropriate use of a county vehicle should consult with their supervisor, department head, elected official, or Motor Pool Management.

*Your signature verifies that you understand and agree to comply with Mason County's Motor Pool Use Procedures and Mason County Personnel Policy Chapter 13 Vehicle Use Policy*

**Motor Pool User      Date**

**Supervisor      Date**